

## **VERMONT LIQUOR CONTROL BOARD**

### **SCOPE OF LEGAL SERVICES TO BE PROVIDED BY A PRIVATE CONTRACTOR (AND RELATED MATTERS)**

#### 1. Scope of Services:

- Attend enforcement hearings, advise the Board in ruling on matters of procedure and evidence in cases involving liquor licensee potential suspensions and revocations;
- Draft written decisions of the Board resulting from hearings, including rulings of proposed findings of fact;
- Advise the Board as requested in administrative matters including contract issues, litigation matters, licensing disputes, advertising issues, redrafting of regulations.
- Advise the board on open meeting law requirements

#### 2 Requirements:

- Significant litigation experience and knowledge of Administrative Rules of Procedure, Liquor laws and regulations, Rules of Evidence;
- Ability to impartially and professionally assist in conduct of evidentiary hearings;
- Superior ability to write decisions in contested cases;
- Ability to complete decision writing and other assignments in a timely manner;
- Availability and flexibility to attend Board meetings.
- E-mail and Internet access

#### 3. Estimated Time Required:

20 hours per month.

#### 4. Expenses:

Ordinary and necessary expenses will be reimbursed in addition to the hourly rate paid.